

Maintaining Home Providers

Introduction

The Home Provider record relates to foster homes, adoptive homes, Kinship homes, and non-relative (unlicensed and respite) homes. The responsibility for the management of each Home Provider that is not a Level 3, Level 4, or Level 5 Foster Home is allocated to a specific county - referred to as the Designated County. Initially, the county of the worker creating the provider record (who screened in the Home Inquiry), is identified as the Designated County. The Designated County can be changed via the Home Provider page (see the associated Change a Designated County User Guide). The Designated County may differ from the Home Provider's physical county location (which is noted as the County of Residence).


Workers of the Home Provider's Designated County manage all aspects of the Home Provider record, including licensing, addition of service types, address changes, and change of the Designated County. Workers from the Designated County are able to select and add service category and types for other counties to Home Provider records. Although workers from other counties may have open assignments to a Home Provider record, their ability to create work for the Home Provider is limited.

Level 3, Level 4, and Level 5 Foster Homes are not subject to the Designated County rules. These providers are created and managed by MAXIMUS and those county workers who have security rights to create and maintain level 3-5 foster home providers, regardless of the worker's county or the provider's Designated County. Security is granted when the Create/Maintain FH Certification Levels 3 and 4 and/or Create/Maintain FH Certification Level 5 checkbox is checked on the worker's user group. Workers without Level 3, 4 or 5 Foster Home securities have limited access to foster home providers and foster home licenses for level 3, 4, or 5 homes.

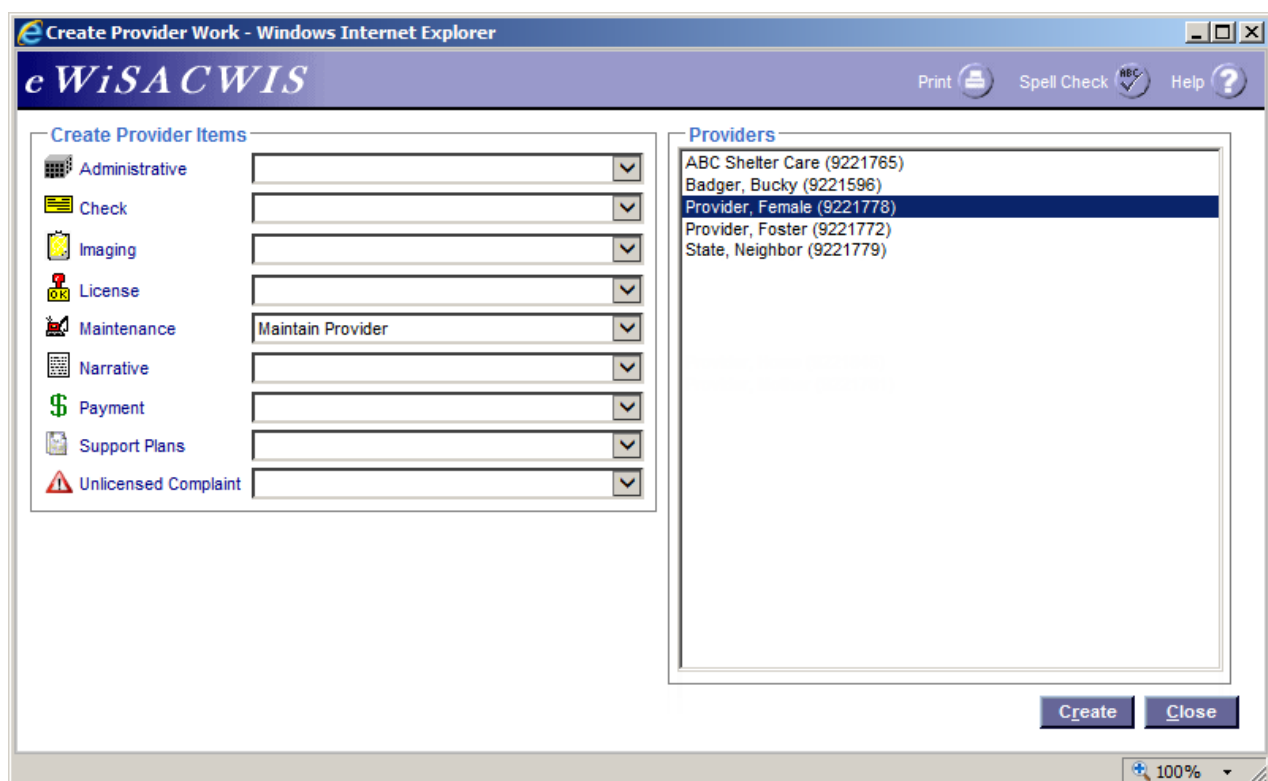
Home Provider Page

1. The Home Provider page can be accessed by selecting the provider name hyperlink or through the Create Provider Work page by anyone who is assigned to the provider.



From your desktop, select the Create Provider Work  icon. This will open the Create Provider Work page.

On the Create Provider Work page, select the 'Maintain Provider' value from the Maintenance drop-down box in the Create Provider Items group box. This will open the Home Provider page.



2. The Basic group box on the Home Provider page will pre-fill with the provider's name and provider number, Open Date, and Status. The Type and Lcns. Type are user selected drop-down values. The Lcns. Agency field is an AJAX enabled field. Begin typing any part of the agency (based on the option chosen in the Lcns. Type field) and eWiSACWIS will attempt to find a match. The more letters you type the more narrow the selection becomes. If you have the appropriate security, the Restricted Provider checkbox is enabled.
3. The first tab is the Home tab. The Home Information group box will pre-fill with demographics of the provider(s) from the Home Inquiry page (or the Create Physical Address page if the information has been updated).
4. In the Additional Information group box, Marital Status, Primary Language, and Designated County are user selected drop-down values. The Parent Agency field is pre-filled from the Parent Agency History page, which will be explained later in this guide. If the Parent Agency is different than the provider (mostly used for Level 3, Level 4, and Level 5 Foster Homes), the Parent Agency will appear as a hyperlink. This hyperlink will open the associated Parent Agency's Private provider page. 1099, FEIN, SSN, N/A are user entered check boxes and radio buttons.
5. The Emergency Contact Information group box is user entered.
6. The Additional Contact Information group box is pre-filled from the Person Management page. It contains Parent 1, Parent 2, and any licensee's information.

Home Provider - Internet Explorer

eWiSACWIS UAT Resource TM Print Spell Check Help

Basic

Name: Auntie Provider (8039739) Open Date: 09/06/2011 Type: Foster Home Status: Open

Lcns. Type: Child Placing Agency Lcns. Agency: Adoption Avenues Inc. ☐ Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

Home Information

Parent 1: Provider, Auntie D.
 C/O:
 Street: 321 State Street
 City: Madison State: WI Zip: 53701
 Home: (608)555-1111 Ext: Work: (414)241-6027
 E-mail:

Parent 2:
 Apt:
 County of Residence: Dane Country: United States
 Ext: Fax:

Additional Information

Marital Status: Single Female ☐ N/A ☐ SSN ☐ FEIN

Primary Language: English Designated County: State

Parent Agency: Auntie Provider (8039739)

Emergency Contact Information

Name: Phone: Ext: Name: Phone: Ext:

Additional Contact Information

Parent 1: [Provider, Auntie D.](#) Cell: (608)555-1111 Work: (608)555-1234 Ext: Email: Auntie.Provider@gmail.com

County Provider ID

Options: Go Save Close

100%

7. The County Provider ID group box allows the county to enter its internal provider ID number by selecting Insert. The Payee Name Type defaults to Parent 1 but can be updated. Once the Payee Name Type is chosen, the Payee Name Format can be chosen. The [Delete](#) hyperlink will allow the county provider name and ID to be deleted.
8. The Electronic Funds Transfer expando is not available for county use at this time.

eWiSACWIS UAT

Resource TM Print Spell Check Help

Basic

Name: Auntie Provider (8039739) Open Date: 09/06/2011 Type: Foster Home Status: Open

Lcns. Type: Child Placing Agency Lcns. Agency: Adoption Avenues Inc. ☐ Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

Monitor Status: Single Female Primary Language: English Designated County: State

☒ N/A ☐ SSN ☐ FEIN Parent Agency: Auntie Provider (8039739)

Emergency Contact Information

Name: Phone: Ext: Name: Phone: Ext:

Additional Contact Information

Parent 1: [Provider, Auntie D.](#) Cell: (608)555-1111 Work: (608)555-1234 Ext: Email: Auntie.Provider@gmail.com

County Provider ID

County: State Provider ID: 5555555 Payee Name Type: Parent 1 [Delete](#)

Payee Name Format: First Name Last Name

Check Display: Auntie Provider [Insert](#)

Electronic Funds Transfer ☐ EFT

Options:

- Actions**
 - Parent Agency History
 - Provider Repayment Method
- Text**
 - Foster Family Support Plan Eval/Revision
 - Foster Family Support Plan
 - Adoptive Family Support Plan
 - Family Fact Sheet
 - Foster Parent Notice - Confidentiality of Records

[Go](#) [Save](#) [Close](#)

9. Under the Options drop-down, you are able to maintain the Parent Agency History and Provider Repayment Method. Under Text are the Family Fact Sheet and Foster Parent Notice– Confidentiality of Records. Select Parent Agency History under Options and select Go. This will open the Parent Agency History page.

10. On the Parent Agency History page, the provider name will appear as the Parent Agency (unless a parent agency was selected on the Home Inquiry). By selecting Insert and searching out the Parent Agency, the Parent History pop-up page will allow you to add or maintain the Parent Agency History. Select Continue and Close to return to Home tab of the Home Provider page.

Note: Since the parent agency is directly related to provider payments, changing the Parent Agency will close all open placements with the provider as of the Start Date of the new Parent Agency. It will be necessary to re-create any open placement with the provider so that the payments continue and the child's placement history is accurate.

Parent Agency History -- Webpage Dialog

eWiSACWIS TM Print Spell Check ABC Help ?

Home Provider Information

Provider Name: Female Provider Provider ID: 9221778

Parent Agency History

Parent Agency ID	Parent Agency Name	Start Date	End Date	Date Entered	Admin Rates
9221778	Female Provider	02/02/2012	00/00/0000	02/02/2012	

Insert

Continue Close

11. On the Home tab of the Home Provider page, select Provider Repayment Method from the Options drop-down and click Go. The Provider Repayment Method is used to specify the method used to recoup any overpayments made to this provider. The Provider Repayment Method pop-up page appears. The county field is the county that is collecting an overpayment. Select from one of the three options for recovering the overpayment:

- Reduce by Individual Overpayments – This option indicates that the repayment method for this provider/county is being handled at the individual overpayment level.
- Reduce by All Overpayments – designates that the total of all overpayments made to this provider in this county should be removed from the provider's next check from this county.
- Reduce Future Payments by... designates that the amount entered in the Monthly Amount field should be removed from the provider's next check from this county.

Provider Repayment Method -- Webpage Dialog

eWiSACWI Print Spell Check Help

County: Milwaukee

Maximum Estimated Reduction Amount: \$0.00

Repayment Method

☐ Reduce by Individual Overpayments

☐ Reduce by All Overpayments

☒ Reduce Future Payments by... Monthly Amount: \$0.00

Save Close

12. Click Save and Close to return to the Home tab of the Home Provider page.

13. The Members tab displays information regarding members living in the home. This information pre-fills from Home Inquiry page. The Name is a hyperlink, which if clicked on, will take you to the member's Person Management page. If a person in the home is receiving care from Parent 1 and/or Parent 2 then the 'Yes' radio button in the 'Receiving Care' column should be selected. When a person under the age of 18 is added as a Member to the Home Provider record, the 'Yes' radio button in the 'Receiving Care' column is automatically selected. Select a role from the Role drop-down. The provider(s) must be identified as Parent 1 and/or Parent 2. Workers from the Designated County can deactivate, remove, or insert members to the record by selecting the respective hyperlinks or Insert button. See the [Person Management](#) User Guide for further details.

Note: After the foster parent(s) adopt a child, a new person record needs to be created for the child.

14. The Children in Placement group box displays information about children who are currently documented in an Out of Home Placement with this provider, as well as children document in a voluntary kinship Service.

15. The Clients Under Age 2 group box documents children under the age of 2 who are members of the family, Placements, and Reservations.

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic

Name: Female Provider (9221778) Open Date: 03/29/2012 Type: Foster Home Status: Open

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members

Name	Status	Gender	DOB	Age	Receiving Care	Role	
Provider, Female	Active	Female	03/29/1977	36	<input type="radio"/> Yes <input checked="" type="radio"/> No	Parent 1	Deactivate Remove
Provider, Male	Active	Male	07/24/1975	38	<input type="radio"/> Yes <input checked="" type="radio"/> No	Parent 2	Deactivate Remove

Insert

Children in Placement

Name	Gender	DOB	Age	Placement Service
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Clients Under Age 2

Members: Placements: Reservations:

Save Close

100%

16. The Characteristics tab of the Home Provider page will allow you to record information that assists the user when making placement decisions for a child. In the Family Accepts group box, you can select one or multiple Possible Values by using the CTRL key on the keyboard and selecting the Add button. This will move the selected values to the Selected Values Box. The same process is used to remove Selected Values and using the Remove button. Follow the same procedure for the Other Family Characteristics group box.

Note: These are the items used in the Geographic Placement Resource System (GPRS).

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic

Name: Female Provider (9221778) Open Date: 03/29/2012 Type: Foster Home Status: Open

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members **Characteristics** Services Training License Activity Closing History

Hold down the "Ctrl" key for multi-selection

Family Accepts

Possible Values Selected Values

ADD/ADHD requiring medication
Adoption only
AIDS infection or HIV positive
AODA
At least one parent stays home
Attachment
Autism

Add x >
Add All Values >>
< Remove
<< Remove All

Other Family Characteristics

Possible Values Selected Values

Adventist
Advocate for Child in Treatment
Agnostic
Amish
Apnea trained
Apostolic Christian
Bad River

Add x >
Add All Values >>
< Remove
<< Remove All

Save Close

100%

17. The Services tab maintains current information about the specific services offered by a Home Provider.

- The Provider Preferences group box is user entered. The total of Males Preferred and Female Preferred cannot exceed the Total Bed Capacity. When the Total Bed Capacity is entered in the Provider Details group box, it will pre-fill the Males Preferred and Female Preferred fields. The Total Bed Capacity documents the number of children the provider is licensed to accept.
- In the Provider Details group box, the Capacity documents the number of children the provider is licensed to accept, and the Placements and Reservations boxes are system entered. Finally, you see how many vacancies are available in designated beds at the provider (by males, by females, and the total).

The screenshot displays the eWiSACWIS web application interface within a Windows Internet Explorer browser window. The title bar reads "Home Provider - Windows Internet Explorer". The application header features the "eWiSACWIS" logo and navigation icons for TM, Print, Spell Check, and Help.

The "Basic" section contains the following information:

- Name: Female Provider (9221778)
- Open Date: 03/29/2012
- Type: Foster Home
- Status: Open
- Lcns. Type: BMCW
- Lcns. Agency: BMCW - CSSW
- ☐ Restricted Provider

The "Services" tab is selected, showing two main sections:

Provider Preferences

- Max # of Placements Preferred: 0
- Males Preferred: 3
- Females Preferred: 3
- Age: From: 0 To: 18

Provider Details

	Male	Female	Total
Total Bed Capacity:	3	3	3
Capacity:	3	3	3
Placements:	0	0	0
Reservations:	0	0	0
Vacancies:	3	3	3

Service Specifics

☐ All Counties ☒ Milwaukee [Edit Unlicensed Services](#)

Active Unlicensed Services

Category	Type
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At the bottom right, there are "Save" and "Close" buttons. The browser status bar at the bottom indicates a zoom level of 100%.

18. The Service Specifics group box shows active services for the Home Provider in two formats:

- By selecting the county specific radio button, the worker will only see unlicensed and licensed services for the selected county. The County column is not visible in the Service Specifics group box. In this view, the [Edit Unlicensed Services](#) hyperlink is available and located to the right of the county specific radio button. When selecting this link, the Edit Unlicensed Services page opens and allows the worker to add/update unlicensed services.
- When selecting the All Counties radio button, services associated with the provider from every county are displayed in the Service Specifics group box. The County column heading is visible for unlicensed and licensed services.

Licensed services can be viewed from the Services tab for both Designated and non-Designated counties. However, the statuses and capacities for these services cannot be updated by the worker on this tab. These updates are conducted on the Home Provider License. Only Designated County workers will be able to update licensed service information. Consequently, if workers from a non-Designated County want licensed services added/maintained, they must contact the appropriate worker from the provider's designated county. The worker from the provider's Designated County would then make the needed service changes on the license, as appropriate.

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Basic

Name: Female Provider (9221778) Open Date: 03/29/2012 Type: Foster Home Status: Open

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members Characteristics **Services** Training License Activity Closing History

Service Specifics

☐ All Counties ☒ Milwaukee [Edit Unlicensed Services](#)

Active Unlicensed Services

Category	Type
<input checked="" type="radio"/> KC - Court Ord	KC-Court Ordered

Active Licensed Services

Category	Type
<input type="radio"/> Foster Care	Foster Home (Level 2+)
<input type="radio"/> Foster Care	Foster Home (Non-Paid)
<input type="radio"/> Wrap-FosterCare	Wrap-Foster Home(Lvl 2+)

Options: Go

100%

19. To add an unlicensed service, select the [Edit Unlicensed Services](#) hyperlink. This will open the Edit Unlicensed Services page.

20. The Provider Name and ID, Total Bed Capacity, and County will pre-fill. The Unlicensed Services group box contains the Category, Type, and Status. Select the appropriate values from the drop-downs. Remember to change the Status to Active. The [Delete](#) hyperlink will allow the row to be deleted from the record. Click Save and Close.

Edit Unlicensed Services -- Webpage Dialog

eWiSACWIS Print Spell Check ABC Help

Provider Name: Provider, Female (9221778) Total Bed Capacity: 3 County: Milwaukee

Unlicensed Services

Category	Type	Status	
<input type="radio"/> Kinship - Court Ordered	Kinship Care-Court Ordered	Active	Delete
<input checked="" type="radio"/>		Inactive	Delete

☐ View Inactive Values

[Insert](#)

[Save](#) [Close](#)

- AODA Day Treatment
- AODA outpatient
- AODA Residential
- Assessment / Stabilization Placement
- Correctional Facility (OHP)
- Correctional Facility (Service)
- GH - Adulthood's Path II
- GH - Anders Develop & Transitional Home
- GH - Beginnings
- GH - Bellas
- GH - Butterflies Home for Teen Girls
- GH - Choices to Change
- GH - Claretta Simpson House
- GH - Connecting Youth
- GH - Cottonwood
- GH - Crossroads-Marinette County
- GH - Deland Receiving Home
- GH - Ethan House
- GH - Eyes Wide Open Seeing Beyond Today
- GH - Family & Childrens Center
- GH - Family Crisis Center
- GH - Family Services
- GH - First Step Living Center
- GH - Franciscan Skemp Healthcare
- GH - Friendship House
- GH - Goshen Children's Home
- GH - Home 4 The Heart
- GH - Home Away From Home Living Center
- GH - House of Love

21. Training information is no longer entered in eWiSACWIS and should be entered in PDS Online. However, historical training information may appear on the Training tab.

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Basic

Name: Female Provider (9221778) Open Date: 03/29/2012 Type: Foster Home Status: Open

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members Characteristics Services **Training** License Activity Closing History

Course Listing

Participant	Course Description	Module	Offered By	Start Date	Complete Date	Hrs Cmpl	
Provider, Female	Pre-Placement	Module I	ABC Agency	10/15/2014		0	View

[Insert](#)

Additional

Participant	Course Description	Offered By	Start Date	Complete Date	Hrs Cmpl	
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[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

100%

22. The next tab is the License Activity tab. This tab provides a quick view of any applications and licenses the provider is associated with. The Application Activity group box will display any applications the provider had that were denied or withdrawn. This group box will also display any pending applications. Clicking on the hyperlink in the Decision column ([Withdrawn](#) in the example below) will open the Licensing page. You can also click on each of the column headings (Application Status, Application Type, Date Application Provided to Family, Date Completed Application Received, Decision, or Decision Date) to sort the display.
23. The License Activity group box displays all licenses the provider has been issued. Clicking on the License Type – Certification Level hyperlink will open the Licensing page. You can also click on the column headings (Effective From, Effective To, License Type - Certification Level, License Status, or Designated County) to sort the display.

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check REC Help ?

Basic

Name: Female Provider (9221778) Open Date: 03/29/2012 Type: Foster Home Status: Open

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members Characteristics Services Training **License Activity** Closing History

Application Activity

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
Initial	Adoption/Foster Care	04/24/2009		Withdrawn	05/13/2009

License Activity

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
02/13/2012	01/04/2014	Foster Care - DCF 56 - Level 2	Active-Regular	Milwaukee
01/05/2012	02/12/2012	Foster Care - DCF 56 - Level 2	Modify	Milwaukee
11/16/2011	01/04/2012	Foster Care - DCF 56 - Level 2	Closed	Milwaukee
01/05/2010	11/15/2011	Foster Care - DCF 56 - Level 2	Modify	Milwaukee

Save Close

100%

24. The final tab is the Closing History tab. To close the provider record, click the Insert button in the Provider History group box. The Open Date will pre-fill based upon when the provider record was opened or reopened. The Closed Date will pre-fill when the closure has been accepted. The Reason drop-down is a user-selected field. The Completed checkbox allows the user to submit the provider for closure. If this checkbox is not checked, the provider record will remain open and the closure denial messages will not be validated. The Closed By field will pre-fill with the name of the worker who completed and saved the closure.

To complete the closure process, click the Completed checkbox and click Save. If the provider is denied closure, see the Closure Denial Messages. Once all messages have been corrected, click the Completed checkbox and click Save. Verify there are no other denial messages. If the page has become frozen, the closure was successful. If the page is enabled, view the closure denial messages and fix the errors. See the associated Closing a Provider Record User Guide for additional information.

Finally, any provider records identified as duplicates to this provider appear in the Linked Providers group box at the bottom of the page.

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check REC Help ?

Basic

Name: Female Provider (9221778) Open Date: 03/29/2012 Type: Foster Home Status: Open

Lcns. Type: BMCW Lcns. Agency: BMCW - CSSW ☐ Restricted Provider

Home Members Characteristics Services Training License Activity **Closing History**

Provider History

Open Date	Closed Date	Reason	Completed	Closed By
03/29/2012		<div> Change in lifestyle Deceased Following an allegation of CAN Indicated a lack of support Lack of appropriate matches or placements available License - Denial/Revoked/Non-Renewal Moved from area Other, documented on provider note Provider no longer offering services Requirements not satisfied Went to another agency </div>	<input type="checkbox"/>	

[Delete](#) **Insert**

Closure Denial Messages

Linked Providers

Open Date	Completed Date	Provider Name	Provider Number
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Save Close

100%